

Total Workforce Management Services (TWMS) Quick User Guide

*Managing your SAAR-Ns -
Workforce Manager*



Accessing the SAAR-N Module

TWMS automates the workflow for initiating and approving the OPNAV 5239/14 (SAAR-N) request form for all employees requiring access to Navy computing systems. These requests can be initiated by management or by the individual employee. Once all the fields that are initially required for routing are completed and the SAAR-N is digitally signed by the requestor, then it is electronically routed for approval. This user guide focuses on the workforce management side of the SAAR-N process in TWMS.

The employee (self-service) side is detailed in the user guide. To access the SAAR Request module in TWMS:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.

2. From Tools/Functions choose the **SAAR Request Manager** button located under the Workforce Management Tools header.

**You must have the appropriate permissions to view and/or edit SAAR-Ns.*



Accessing the SAAR-N Module

The SAAR Request Tool main window is now displayed. This window contains three tabs. The first tab, "Search Requests", is the default view and displays all SAAR-N requests within your scope of access that either have been initiated or are in routing. The second tab, "New SAAR Request", allows you to initiate a SAAR-N for an employee within your scope of access. The third tab, "Default Routing", allows you to create and manage the default routing of SAAR-Ns and will be discussed first.

This form has three tabs.

You can change the status of the SAAR-Ns you want to display.

The list of employees already having a new or pending request will be listed here.

The screenshot shows the 'SAAR Request Tool' interface. At the top, there are three tabs: 'Search Requests' (selected), 'New SAAR Request', and 'Default Routing'. Below the tabs is a search bar with fields for 'Req#', 'Last Name', 'UIC', 'Org', and 'SMC'. To the right of these fields is a 'Status' dropdown menu with options: 'New/Pending', 'Completed/Cancelled/Revoked', and 'New/Pending'. A 'Search' button is next to the status dropdown. Below the search bar, there are navigation links: '<< Previous', 'Page 1 of 3', and 'Next >>'. To the right of these links is a 'Sort by:' dropdown menu with 'Last Name' selected. Below the navigation links, it says '(39) records found.' and then a table of requests.

Req#	Requestor	SMC	UIC	ORG	Status
287	BARIN, CLAUDINE	9C	66001	81320	New Request
1484	BEAM, RANDY	9C	66001	55330	New Request
1433	BULLOCK, JOSEPH	9C	66001	71001	In Routing
235	CAICEDO, RICHARD	SW	00246	N00C0WC	In Routing
156	CALAPAN, MYRNA	SW	00242	N6200WC	New Request
1426	CERNY, WILLIAM	9C	66001	55150	New Request
528	COOPER, JAMES	9C	66001	58210	In Routing
234	DUNCAN, AMBER	SW	00246	N37B0BC	New Request
317	ENGBERG, CHARLES	SW	00242	N6400WC	New Request
135	FARRENS, JAMES	SW	00242	N6400BC	New Request
1441	GABRI, MARSHA	NW	68742	N64WI	New Request
158	GARTON, JOHN	NW	68742	N9212BA	New Request
452	GILLIS, GRETTA	HQ	00052	N62A	New Request
335	HICKMAN, NADJA	SW	00242	N6400WC	New Request
387	HOWER, CRAIG	NW	68742	N62BR	New Request

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Creating a SAAR-N Routing Chain

Routing chains used to digitally approve all SAAR-Ns are created and maintained in TWMS. All routing chains have the following attributes:

- Are associated with one UIC and at least one Org Code
- Contains a list of approver names and email addresses which must include both the Security Manager and the IAM role
- Displays the routing sequence for approvals of SAAR-Ns
- The first approver will always be the immediate supervisor of the requestor

Together, these attributes create a routing chain 'template'.

Creating a SAAR-N Routing Chain

Selecting the Default Routing tab will display all the existing routing chains for the UICs and Org Codes within your scope of access. Here you can search for a specific routing chain or sort them by UIC or Org Code. You can also view the members of each of these existing routing chains or delete the entire routing chain.

To create a routing chain*:

1. Click the **Default Routing** tab.
2. Click the **Add New** link.

Manage Default Routing

Search Requests New SAAR Request **Default Routing**

Search:

UIC Org Code **Add New**

<< Previous Page 1 of 1 Next >>

Sort by:

(6) records found.

UIC	Org Code	
00052 CDR NAVY INSTALLATIONS COMMAND	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N1	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6C00WC	Delete • View Members
00242 NAVY REGION SOUTHWEST	*	Delete • View Members

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**You must have the appropriate permissions to create and/or edit SAAR-N routing chains.*

Creating a SAAR-N Routing Chain

You must select a UIC and, at minimum, one Org Code in order to create a routing chain. All SAAR-Ns for employees belonging to this selected UIC and Org Code will be routed for approval using the routing chain created in these steps.

3. Click the **Select** button to find the UIC.

Add New

UIC **Select**

Org Code

Enter an asterisk (*) for all Org Codes in a UIC

If a UIC has multiple routes where one is a wildcard, the routes with a real matching org code will override the wildcard route.

Create

4. Only UICs within your scope of access will display. If you don't see the UIC you want to select then you can page through the list of UICs or enter the UIC or Command Name and click **Search**.

Search:

UIC Command Name **Search** **Cancel**

UIC Command Name << Prev 1 of 1 Next >>

Select	00052	CDR NAVY INSTALLATIONS COMMAND
Select	00242	NAVAL REGION SOUTHWEST
Select	00246	NAVAL BASE CORONADO
Select	00950	NCTAMS PAC WAHIAWA HI
Select	3049B	COMNAVREG EURAFSWA NAPLES
Select	30588	NCTAMS PAC DCS WAHIAWA HI
Select	35177	NCTAMSPAC COCOM DET
Select	39133	MAKALAPA TCF PEARL HARBOR HI
Select	39255	TSCOMM DET KANEHOE HI
Select	40132	NIOC HAWAII/PRNO
Select	42233	USCINCPAC CMD CTR COMM SUPP
Select	45627	NAVAIRTERM NORFOLK DET OCEANA
Select	47701	GCCS SUPPORT DEPT
Select	61054	COMFLTACT YOKOSUKA JA
Select	66001	SPAWARSSYSCEN PACIFIC
Select	68742	COMNAVREG NORTHWEST
Select	DEM01	COMMANDER, NAVY APPLICATION DEMO COMMAND
Select	DEM02	COMMANDER, NAVY APPLICATION DEMO COMMAND #2
Select	KTR52	CDR NAVY INSTALLATIONS COMMAND UNASSIGNED CONTRACTORS

5. Click the **Select** link next to the UIC you want to create a routing chain for.

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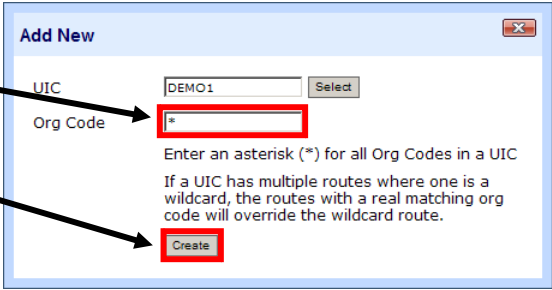
Creating a SAAR-N Routing Chain

You can choose to have all of the Org Codes within the selected UIC use this routing chain or you can select one Org Code, or several Org Codes (using the wildcard “*”) to use this routing chain.

6. Enter the Org Code you would like to include for this routing chain.

7. Click the **Create** button.

Note: If you enter N6 for the Org Code then this routing chain will, for example, apply to N61, N611, N62, N63, etc. If you also create another routing chain specific to Org Code N64 then this routing chain will NOT use the routing chain for the Org Code N6*.*



The screenshot shows a dialog box titled "Add New" with a close button in the top right corner. It contains two input fields: "UIC" with the value "DEMO1" and a "Select" button to its right; and "Org Code" with the value "*". The "Org Code" field is highlighted with a red rectangle. Below these fields is instructional text: "Enter an asterisk (*) for all Org Codes in a UIC" and "If a UIC has multiple routes where one is a wildcard, the routes with a real matching org code will override the wildcard route." At the bottom of the dialog is a "Create" button, which is also highlighted with a red rectangle. Two black arrows point from the text in the preceding list items to the "Org Code" field and the "Create" button respectively.

Creating a SAAR-N Routing Chain

A new tab, “Manage Route Members”, is now available and is automatically displayed for you. There are no restrictions to the employee types you can select from when choosing an approver but they must have a record in TWMS.

The header displays the UIC and Org Code(s) of this routing chain.

This new tab is displayed.

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members

(0) records found.

Routing Order	Role	Employee	Alternate
---------------	------	----------	-----------

Add an Approver

8. Click the **Add an Approver** link.

9. Enter part of the Last Name and/or First Name and then click **Search**. The more information you provide the faster the search results. Use the other fields to further narrow your search results.

Find Approver

Last Name	First Name	UIC	Org	Type Filter
Braid	J	Official		Off Select

Sort		Search	Close Window
Last Name			

<< Previous Page 0 of 0 Next >>

Name	UIC	Org Code	Type
------	-----	----------	------

10. Click the **Select** link next to the name of the approver you want to include in this routing chain.

Find Approver

Last Name	First Name	UIC	Org	Type Filter
Braid	J	Official		Off Select

Sort		Search	Close Window
Last Name			

<< Previous Page 1 of 1 Next >>

Name	UIC	Org Code	Type
Select BRAID, JAMES	DEMO1/DEMO1	N61/N64	ACTIVE DUTY

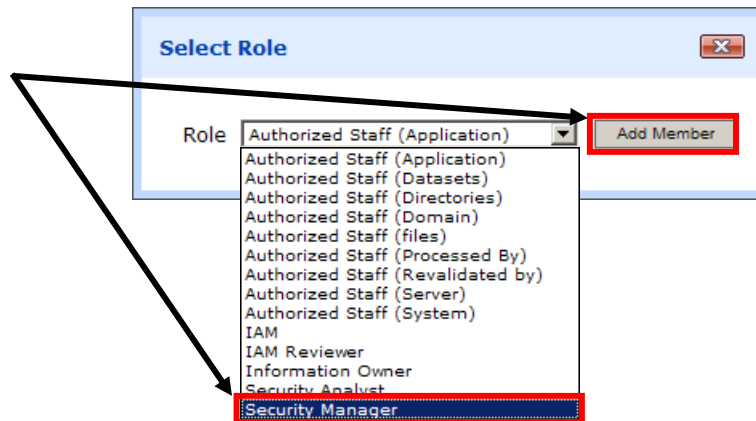
(1) records found.

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Creating a SAAR-N Routing Chain

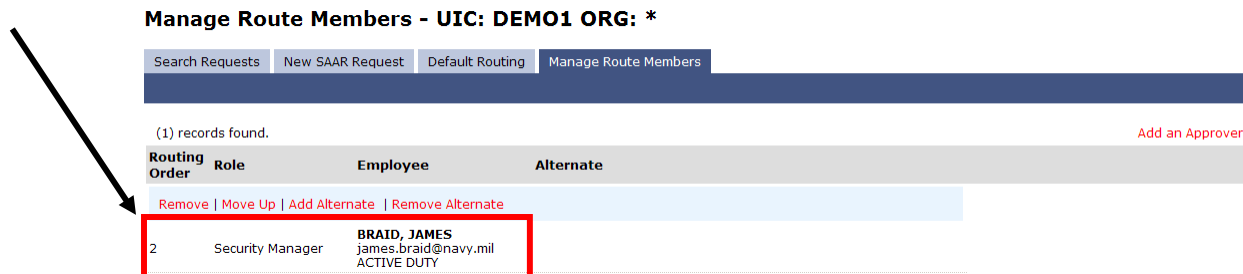
Remember that a valid routing chain must include the Security Manager and IAM roles. You may also choose the same person for more than one role.

11. Click the dropdown arrow to select the role for this approver and then click the **Add Member** button.



The sequence number, role, and name of the approver (including their email address and employee type), now appears in the listing.

12. Repeat steps 8-11 to add other approvers to this routing chain.



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Creating a SAAR-N Routing Chain

You can add an alternate approver for each of the roles in your routing sequence.

To add an alternate approver:

1. Click the **Add Alternate** link corresponding to the role you want to add an alternate for.

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests | New SAAR Request | Default Routing | **Manage Route Members**

(2) records found. [Add an Approver](#)

Routing Order	Role	Employee	Alternate
			Remove Move Up Add Alternate Remove Alternate
2	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	
			Remove Move Up Add Alternate Remove Alternate
3	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	

2. Enter part of the Last Name and/or First Name and then click **Search**. The more information you provide the faster the search results. Use the other fields to further narrow your search results.

Find Alternate

Last Name First Name UIC Org Type Filter

vorilhon Official Off Select

Sort

Last Name [Search](#) [Close Window](#)

Previous Page 0 of 0 Next >>

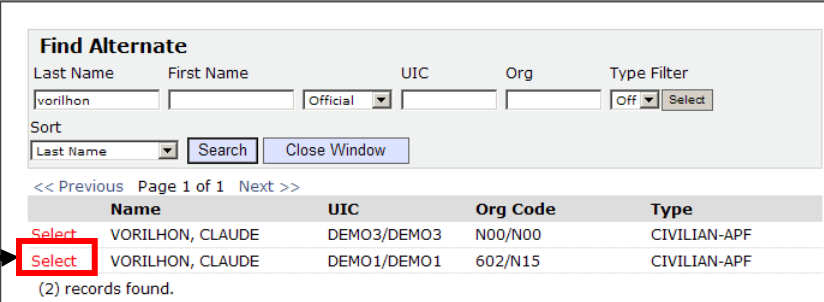
Name	UIC	Org Code	Type
------	-----	----------	------

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Creating a SAAR-N Routing Chain

There are no restrictions to the employee types you can select from when choosing an approver but they must have a record in TWMS.

- Click the **Select** link next to the name of the alternate approver you want to include for this role in the routing chain.



Find Alternate

Last Name: vorilhon, First Name: , UIC: Official, Org: , Type Filter: Off, Select

Sort: Last Name, Search, Close Window

<< Previous Page 1 of 1 Next >>

Name	UIC	Org Code	Type
Select VORILHON, CLAUDE	DEMO3/DEMO3	N00/N00	CIVILIAN-APF
Select VORILHON, CLAUDE	DEMO1/DEMO1	602/N15	CIVILIAN-APF

(2) records found.

The name of the alternate approver (including their email address and employee type) now appears in the listing.

- Repeat steps 1-3 to add other alternate approvers for other roles in this routing chain.

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members

(2) records found.

[Add an Approver](#)

Routing Order	Role	Employee	Alternate
Remove Move Up Add Alternate Remove Alternate			
2	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	VORILHON, CLAUDE clau.vorilhon@navy.mil CIVILIAN-APF
Remove Move Up Add Alternate Remove Alternate			
3	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	

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Maintaining a SAAR-N Routing Chain

Now that approvers have been added to the routing chain it is easy to change their sequence as well as add or remove an approver or alternate approver to/from the routing chain.

To change the routing chain sequence:

1. Click the **Move Up** link corresponding to the Approver you would like to move up in the sequence.
2. Repeat step 1 for the same approver or for another approver until they are all in the desired sequence.

Note: The Security Analyst has moved from fourth in the routing chain to second.

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members			
(2) records found. Add an Approver			
Routing Order	Role	Employee	Alternate
Remove Move Up Add Alternate Remove Alternate			
2	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	VORILHON, CLAUDE claude.vorilhon@navy.mil CIVILIAN-APF
Remove Move Up Add Alternate Remove Alternate			
3	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	
Remove Move Up Add Alternate Remove Alternate			
4	Security Analyst	SELASSIE, HAILE haile.selassie@navy.mil CIVILIAN-APF	

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members			
(3) records found. Add an Approver			
Routing Order	Role	Employee	Alternate
Remove Move Up Add Alternate Remove Alternate			
2	Security Analyst	SELASSIE, HAILE haile.selassie@navy.mil CIVILIAN-APF	
Remove Move Up Add Alternate Remove Alternate			
3	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	VORILHON, CLAUDE claude.vorilhon@navy.mil CIVILIAN-APF
Remove Move Up Add Alternate Remove Alternate			
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	

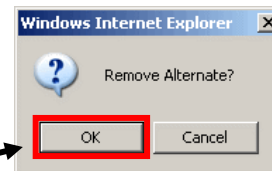
Maintaining a SAAR-N Routing Chain

To add/remove an approver or alternate approver:

1. Click the **Remove Alternate** link corresponding to the alternate approver you would like to remove from this routing chain.

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members			
(3) records found. Add an Approver			
Routing Order	Role	Employee	Alternate
Remove Move Up Add Alternate Remove Alternate			
2	Security Analyst	SELASSIE, HAILE haile.selassie@navy.mil CIVILIAN-APF	
Remove Move Up Add Alternate Remove Alternate			
3	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	VORILHON, CLAUDE claud.vorilhon@navy.mil CIVILIAN-APF
Remove Move Up Add Alternate Remove Alternate			
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	



2. Click OK to remove this alternate approver. The Alternate Approver has now been removed.
- Note: You can also click the Add Alternate link to add an alternate approver, click the Remove link to remove the entire approver from the routing chain, or click the Add an Approver link to add an approver type to the routing chain*

Manage Route Members - UIC: DEMO1 ORG: *

Search Requests New SAAR Request Default Routing Manage Route Members			
(3) records found. Add an Approver			
Routing Order	Role	Employee	Alternate
Remove Move Up Add Alternate Remove Alternate			
2	Security Analyst	SELASSIE, HAILE haile.selassie@navy.mil CIVILIAN-APF	
Remove Move Up Add Alternate Remove Alternate			
3	Security Manager	BRAID, JAMES james.braid@navy.mil ACTIVE DUTY	
Remove Move Up Add Alternate Remove Alternate			
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko@navy.mil ACTIVE DUTY	

Maintaining a SAAR-N Routing Chain

You can also delete an entire routing chain.

To delete a routing chain:

1. Click the **Delete** link corresponding to the UIC/Org Code(s) of the routing chain you would like to delete.

Manage Default Routing

Search Requests | New SAAR Request | Default Routing

Search: UIC Org Code Search [Add New](#)

<< Previous Page 1 of 1 Next >> Sort by: UIC

(6) records found.

UIC	Org Code	
00052 CDR NAVY INSTALLATIONS COMMAND	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N1	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6C00WC	Delete • View Members
00242 NAVY REGION SOUTHWEST	*	Delete • View Members
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	*	Delete • View Members

2. Click OK to delete this routing chain.

Windows Internet Explorer

Delete this route and all members?

[OK](#) [Cancel](#)

Manage Default Routing

Search Requests | New SAAR Request | Default Routing

Search: UIC Org Code Search [Add New](#)

<< Previous Page 1 of 1 Next >> Sort by: UIC

(6) records found.

UIC	Org Code	
00052 CDR NAVY INSTALLATIONS COMMAND	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N1	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6	Delete • View Members
00242 NAVY REGION SOUTHWEST	N6C00WC	Delete • View Members
00242 NAVY REGION SOUTHWEST	*	Delete • View Members
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	*	Delete • View Members

Note: The routing chain for DEMO1 UIC has now been deleted.

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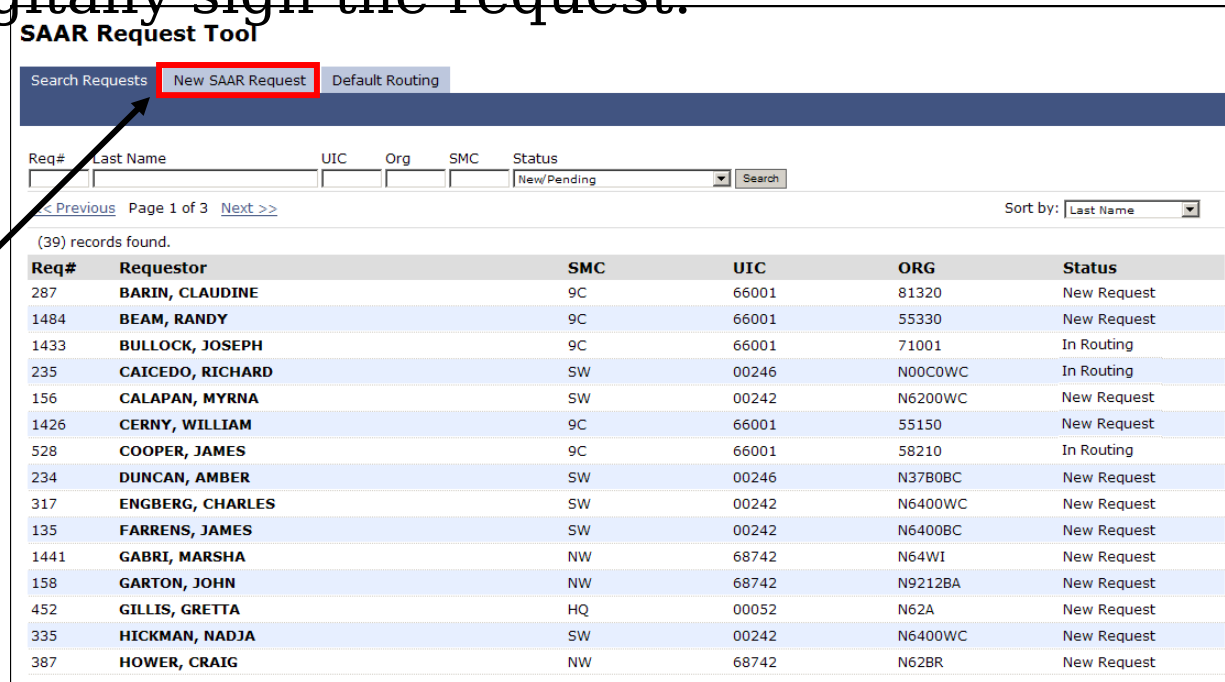
Initiating a New SAAR-N Request

SAAR-Ns can be initiated for an employee by a person who has the appropriate privileges in TWMS or by the employee themselves in self-service. You can only initiate a SAAR-N for employees within your scope of access in TWMS. After initiating a request for another employee an email will be sent to them letting them know that they must go to their self-service in TWMS and complete Part I and/or digitally sign the request.

To initiate a SAAR-N request for another employee*:

1. Click the **New SAAR Request** tab from the SAAR Request Tool main window.

**You must have the appropriate permissions to initiate a SAAR-N request for another employee.*



SAAR Request Tool

Search Requests **New SAAR Request** Default Routing

Req# Last Name UIC Org SMC Status

<< Previous Page 1 of 3 Next >> Sort by: Last Name

(39) records found.

Req#	Requestor	SMC	UIC	ORG	Status
287	BARIN, CLAUDINE	9C	66001	81320	New Request
1484	BEAM, RANDY	9C	66001	55330	New Request
1433	BULLOCK, JOSEPH	9C	66001	71001	In Routing
235	CAICEDO, RICHARD	SW	00246	N00C0WC	In Routing
156	CALAPAN, MYRNA	SW	00242	N6200WC	New Request
1426	CERNY, WILLIAM	9C	66001	55150	New Request
528	COOPER, JAMES	9C	66001	58210	In Routing
234	DUNCAN, AMBER	SW	00246	N37B0BC	New Request
317	ENGBERG, CHARLES	SW	00242	N6400WC	New Request
135	FARRENS, JAMES	SW	00242	N6400BC	New Request
1441	GABRI, MARSHA	NW	68742	N64WI	New Request
158	GARTON, JOHN	NW	68742	N9212BA	New Request
452	GILLIS, GRETТА	HQ	00052	N62A	New Request
335	HICKMAN, NADJA	SW	00242	N6400WC	New Request
387	HOWER, CRAIG	NW	68742	N62BR	New Request

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Initiating a New SAAR-N Request

There are no restrictions to the employee types you can select from when requesting a SAAR-N. However, in order to search for an employee, they must appear in the TWMS database and have an immediate supervisor associated with their TWMS record.

2. Click the **Select** link to begin the employee search.

3. Enter part of the Last Name and/or First Name and then click **Search**. The more information you provide the faster the search results. Use the other fields to further narrow your search results.

Note: If the employee does not have an immediate supervisor selected in their TWMS record then they will not display in the search results.

Create New SAAR Request

Search Requests New SAAR Request Default Routing

Create a new SAAR request for:

Employee **Select**

Employee Type

Find Member

Last Name First Name UIC Org Type Filter

Sort

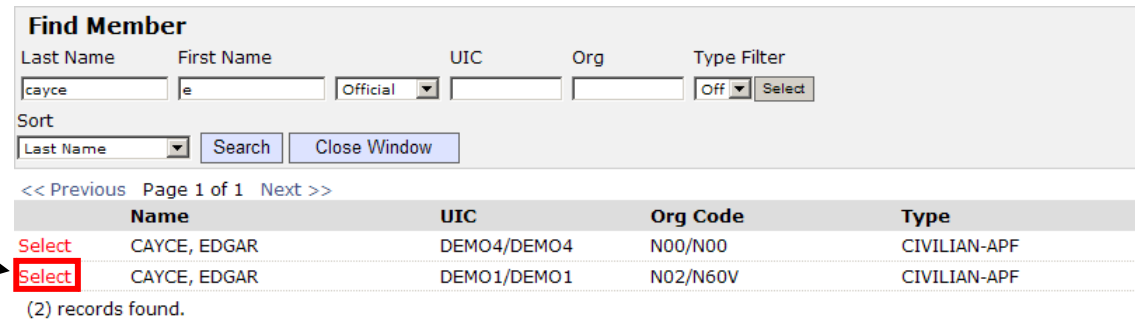
<< Previous Page 1 of 1 Next >>

Name	UIC	Org Code	Type
------	-----	----------	------

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Initiating a New SAAR-N Request

4. Click the **Select** link next to the name of the employee you want to request a SAAR-N for.



Find Member

Last Name: cayce First Name: e UIC: Official Org: Type Filter: Off **Select**

Sort: Last Name **Search** **Close Window**

<< Previous Page 1 of 1 Next >>

	Name	UIC	Org Code	Type
Select	CAYCE, EDGAR	DEMO4/DEMO4	N00/N00	CIVILIAN-APF
Select	CAYCE, EDGAR	DEMO1/DEMO1	N02/N60V	CIVILIAN-APF

(2) records found.

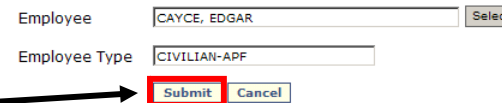
5. The selected name now populates the fields shown to the right. Click the **Submit** button.

Create New SAAR Request



Search Requests **New SAAR Request** Default Routing

Create a new SAAR request for:

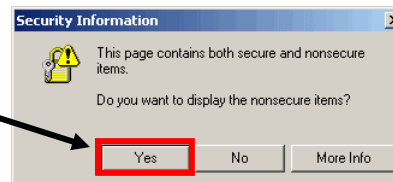


Employee: CAYCE, EDGAR **Select**

Employee Type: CIVILIAN-APF

Submit **Cancel**

6. If prompted, click **Yes**.



Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes No More Info

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Completing Part I of a SAAR-N

A new tab, “View/Edit Request”, is now displayed and has two views. At this point, an email is sent to the employee that a SAAR-N has been initiated for them. The first view displays the online version of the SAAR-N for the selected employee. At this point, the employee can now view their SAAR-N from their TWMS self-service.

If you have any questions about how to complete the SAAR-N then click here.

Click here to save any changes you’ve made to your SAAR-N.

Note: Most of the information in Part 1 will already be entered from the selected employee’s TWMS record.

7. Complete or edit the information in Part I as needed.

SAAR Request Details - # 1143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | **View/Edit Request**

Request Details | Approval Routing

Status: New Request

SAAR Instructions | **Save Changes** | Cancel Request | **View/Print SAAR**

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST
☒ Initial ☐ Modification ☐ Deactivate ☐ User ID

DATE
04/05/2012

SYSTEM NAME (Platform or Application)
NMCI

LOCATION (Physical Location of System)
SD

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle)
CAYCE EDGAR

2. ORGANIZATION
DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

3. OFFICE SYMBOL/DEPARTMENT
N02

4. PHONE (Dsn and Commercial)
DSN: 522-5555 COM: (504) 555-5555

5. OFFICIAL E-MAIL ADDRESS
edgar.cayce@navy.mil

6. JOB TITLE AND GRADE/RANK
MANAGEMENT ANALYST 1007

7. OFFICIAL MAILING ADDRESS
NULL CA

8. CITIZENSHIP
☒ US ☐ LN ☐ FN ☐ Other

9. DESIGNATION OF PERSON
☒ Military ☐ Contractor

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.)
☐ I have completed Annual IA Awareness Training. DATE

A new tab is displayed here.

Click here to display and/or print the PDF version of this SAAR-N.

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Viewing the Approval Routing Chain

The second view displays the names of the approvers for this SAAR-N and their current responses.

To view the approval routing chain for the selected SAAR-N:

1. After opening up the SAAR-N click the **Approval Routing** link to view who the approvers are.

SAAR Request Details - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | View/Edit Request

Request Details | **Approval Routing**

Status: New Request SAAR Instructions Save Changes Cancel Request View/Print SAAR

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST DATE
☒ Initial ☐ Modification ☐ Deactivate ☐ User ID 04/05/2012

SYSTEM NAME (Platform or Application) LOCATION (Physical Location of System)

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle) 2. ORGANIZATION

3. OFFICE SYMBOL/DEPARTMENT 4. PHONE (Dsn and Commercial)
 DSN: COM:

5. OFFICIAL E-MAIL ADDRESS 6. JOB TITLE AND GRADE/RANK

7. OFFICIAL MAILING ADDRESS 8. CITIZENSHIP 9. DESIGNATION OF PERSON
 ☒ US ☐ LN ☐ Military ☐ Civilian
☐ FN ☐ Other ☐ Contractor

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.)
☐ I have completed Annual IA Awareness Training. DATE

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Viewing the Approval Routing Chain

The sequence of the routing, the approval roles, and the names of the approvers will now be displayed. Once the employee has initiated the routing for this SAAR-N you will be able to view the responses for each approver as it is routed to them.

2. Click the **View Response** button corresponding to the role you would like to display approval information for.

3. After reviewing the details for this particular response click the **Close** button.

SAAR Request Routing - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | View/Edit Request

Request Details | **Approval Routing**

(4) records found.

[Add an Approver](#)

Routing Order	Role	Employee	Alternate	Response	Date	
Remove Approve Move Up						
1	Supervisor	WOLFE, MICHAEL michael.c.wolfe.ctr@navy.mil CONTRACTOR		Approve	6-Feb-2012	View Response
Remove Approve Move Up Add Alternate Remove Alternate						
2	Security Analyst	SELASSIE, HAILE haile.selassie.999@navy.mil CIVILIAN-APF		No Response		View Response
Remove Approve Move Up Add Alternate Remove Alternate						
3	Security Manager	BRAID, JAMES james.braid.999@navy.mil ACTIVE DUTY		No Response		View Response
Remove Approve Move Up Add Alternate Remove Alternate						
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko.999@navy.mil ACTIVE DUTY		No Response		View Response

View Response

Response: Approve

Date: 2/6/2012 10:09:00 AM

Comments:

Close

Changing the SAAR-N Routing Chain

If you have the appropriate permissions you can change the default routing for an individual SAAR-N. You can change the approval sequence as well as add or remove an approver to/from the routing chain.

To change the default routing for an individual SAAR-N*:

1. Follow the steps as shown in the heading “Maintaining a SAAR-N Routing Chain” found earlier in this guide.

Note: As needed, use the links corresponding to each approver to change the attributes of the routing chain. Changing the routing for this SAAR-N will not affect the default routing chain linked to the UIC and Org Code of this employee.

**You must have the appropriate permissions to change the default routing for a SAAR-N.*

SAAR Request Routing - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | View/Edit Request

Request Details | Approval Routing

(4) records found.

Routing Order	Role	Employee	Alternate	Response	Date	
Remove Approve Move Up						
1	Supervisor	WOLFE, MICHAEL michael.wolfe.cd@navy.mil CONTRACTOR		Approve	6-Feb-2012	View Response
Remove Approve Move Up Add Alternate Remove Alternate						
2	Security Analyst	SELASSIE, HAILE haile.selassie.999@navy.mil CIVILIAN-APF		No Response		View Response
Remove Approve Move Up Add Alternate Remove Alternate						
3	Security Manager	BRAID, JAMES james.braid.999@navy.mil ACTIVE DUTY		No Response		View Response
Remove Approve Move Up Add Alternate Remove Alternate						
4	IAM	EMELIANENKO, FEDOR fedor.emelianenko.999@navy.mil ACTIVE DUTY		No Response		View Response

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Viewing a SAAR-N

As soon as SAAR-N request is initiated by the requestor or by management it can be viewed using the SAAR Request Manager. Both new requests and requests in routing are available for viewing. Only the employees in your scope of access can be viewed.

To view a SAAR-N*:

1. Using the available search fields, enter your search criteria and then click the **Search** button.

SAAR Request Tool

Search Requests | New SAAR Request | Default Routing

Req# Last Name UIC Org SMC Status

<< Previous Page 1 of 93 Next >> Sort by: Last Name

(1388) records found.

Req#	Requestor	SMC	UIC	ORG	Status
1111	ADAMS, PHILIP	9A	69250	NULL	New Request
1179	ADHEMAR, EDWIDGE	ZZ	KTR00	CSD TAMPA	New Request
1302	ADAMS, DANNY	PA	43043	N14	New Request
1344	ADCOCK, YOLANDA	29	4523A	071	New Request
1412	AGLORO, BENJAMIN	PA	40389	N1422	New Request
2027	AFRASIABI, FARZAD	ZZ	48926	302	New Request
2160	ADON, ANDY	CE	00204	N00K	New Request
2422	AGUNA, VALERIA		60042	N0210WE	New Request
			66715		

2. Click the row corresponding to the name of the requestor you want to view the SAAR-N for.
**You must have the appropriate permissions to view a SAAR-N.*

SAAR Request Tool

Search Requests | New SAAR Request | Default Routing

Req# Last Name UIC Org SMC Status

<< Previous Page 1 of 1 Next >> Sort by: Last Name

(1) records found.

Req#	Requestor	SMC	UIC	ORG	Status
2143	CAYCE, EDGAR	YY	DEMO1	N02	In Routing

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Viewing a SAAR-N

The SAAR-N is now displayed and available for editing or printing. Only SAAR-Ns that have not been routed can be edited. You can also cancel the request if needed. An email will be sent to the requestor if their SAAR-N is cancelled.

Click here to cancel this SAAR-N.

3. Close the window when you are finished viewing this SAAR-N.

SAAR Request Details #21143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | View/Edit Request

Request Details | Approval Routing

Status: In Routing SAAR Instructions Save Changes **Cancel Request** View/Print SAAR

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST DATE
☒ Initial ☐ Modification ☐ Deactivate ☐ User ID 04/05/2012

SYSTEM NAME (Platform or Application) LOCATION (Physical Location of System)
 NMC1 SD

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle) 2. ORGANIZATION
 CAYCE EDGAR DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND

3. OFFICE SYMBOL/DEPARTMENT 4. PHONE (Dsn and Commercial)
 NO2 DSN: 522-5555 COM: (504) 555-5555

5. OFFICIAL E-MAIL ADDRESS 6. JOB TITLE AND GRADE/RANK
 edgar.cayce@navy.mil MANAGEMENT ANALYST 1007

7. OFFICIAL MAILING ADDRESS 8. CITIZENSHIP 9. DESIGNATION OF PERSON
 NULL CA ☒ US ☐ LN ☐ Military ☐ Civilian
☐ FN ☐ Other ☐ Contractor

10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.)
☒ I have completed Annual IA Awareness Training DATE 03/01/2012

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Approving a SAAR-N

A SAAR-N may be routed for approval only after the required information in Part I is completed and the requestor has digitally signed it. The first approver for all SAAR-Ns will be the immediate supervisor of the requestor. Below shows an email that TWMS sends notifying an approver to approve/disapprove a SAAR-N request. After approving this SAAR-N, the digital signature and date signed will appear in the respective blocks on the SAAR-N request. After each approval, TWMS will automatically route the SAAR-N to the email address of the next approver until all digital signatures have been

gathered. a SAAR-N

request:

1. Open the email you receive and click the link to review the SAAR-N request. You do not need a TWMS user account for this link to work.

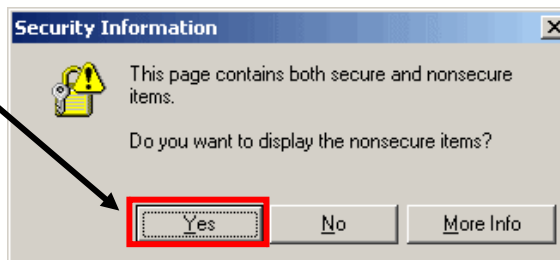
From: noreply@twms.nmci.navy.mil
To: Wolfe, Michael CTR CNIC HQ, N62
Cc:
Subject: SAAR Action Request for EDGAR CAYCE
Signed By: twms.nmci.navy.mil

You have been identified as an approving official of a SAAR Request for EDGAR CAYCE which requires your action.
Please click the link below to review the request and provide your concurrence /nonconcurrence as appropriate.

https://twms.nmci.navy.mil/saar_form/?action=approve&id=2143&g=b08b8756-2de3-4ace-a3ed-3d59e8400ca7

2. Click **Yes**.

Note: A SAAR-N request can not be routed until a routing chain for the requestor's UIC and Org Code has first been created.



Approving a SAAR-N

A new window will open displaying the SAAR-N for this employee. You will be able to view or print the SAAR-N and edit the fields you are responsible for. You will also be able to approve or disapprove the SAAR-N.

3. Click the **View/Print SAAR** button to view or print the PDF version of the SAAR-N.
4. If you are the immediate supervisor of the requestor then scroll down to Part II of the SAAR-N. If you are the IAM or Security Manager then scroll down to Part III.
5. Complete the necessary information according to the SAAR-N instructions. The fields you are able to complete depends on your role as an approver.

6. Click the **Approval Form** link to

SAAR Request Details - #2143 CAYCE, EDGAR

View/Edit Request
Request Details **Approval Form**

Status: In Routing [SAAR Instructions](#) [Save Changes](#) [Cancel Request](#) **View/Print SAAR**

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, IMMEDIATE SUPERVISOR OR GOVERNMENT SPONSOR (If an individual is a contractor - provide company name, contract number, and date of contract expiration in Block 14a).

11. JUSTIFICATION FOR ACCESS

12. TYPE OF REQUEST REQUIRED

☒ AUTHORIZED 12a. If Block 12 is checked "Privileged", user must sign a Privileged Access Agreement Form. DATE SIGNED

☐ PRIVILEGED

13. USER REQUIRES ACCESS TO

☐ UNCLASSIFIED ☐ CLASSIFIED (Specify Category) ☐ OTHER

14. VERIFICATION OF NEED TO KNOW

☐ I certify that this user requires access as requested.

14a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date):

Company Name:

Contract#:

Exp Date:

15. SUPERVISOR'S ORG/DEPARTMENT: 15a. SUPERVISOR'S E-MAIL ADDRESS: 15b. PHONE NUMBER:

16. SUPERVISOR'S NAME: 16a. SUPERVISOR'S SIGNATURE 16b. DATE:

Approving a SAAR-N

The information displayed on the Approval Form is where you will approve or disapprove this SAAR-N. If you approve this SAAR-N then your response will update for others to view and an email will be sent to the next approver in the approval routing chain. If you disapprove this SAAR-N then your response will also update for others to view and an email will be sent to the requestor notifying them of the disapproval. If any changes are needed in order to approve this SAAR-N then a new SAAR-N will need to be requested.

7. Add any comments as necessary and click the **Submit** button.

8. If you receive an error message, review the message and then go back to the SAAR-N to complete the information in the missing fields. Your approval role will determine the fields on the SAAR-N that must be completed.

SAAR Request Approval Form - 72143 JAYCE, EDGAR

View/Edit Request

Request Details

Approval Form

Response: ☒ I Approve ☐ I Do Not Approve

Comments:

Submit

By clicking submit, the SAAR form will be digitally signed as follows:

WOLFE.MICHAEL.C.4796347963

Digitally signed by: WOLFE.MICHAEL.C.1247963223
DN: WOLFE.MICHAEL.C.4796347963
Date: 2012.05.17 10:05:39 -07:00



Error!

- Box 26c IT level must be 3 for AUTHORIZED access
- Box 13 UNCLASSIFIED and/or CLASSIFIED must be checked
- Box 14 must be checked

Click Request Details to make the necessary corrections.

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Approving a SAAR-N

9. Click the **Submit** button once more.

SAAR Request Approval Form - #2143 CAYCE, EDGAR

[View/Edit Request](#)

[Request Details](#) | [Approval Form](#)

Response: ☒ I Approve ☐ I Do Not Approve

Comments:

Submit

By clicking submit, the SAAR form will be digitally signed as follows:

WOLFE.MICHAEL.C.4796347963

Digitally signed by: WOLFE.MICHAEL.C.1247963223
DN: WOLFE.MICHAEL.C.4796347963
Date: 2012.05.17 10:05:39 -07:00

10. Your response has been received and an email has been sent to the next approver. You can now close the window.

SAAR Request Approval Form - #2143 CAYCE, EDGAR

[View/Edit Request](#)

[Request Details](#) | [Approval Form](#)

Thank you. Your response has been received.

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Viewing a Completed SAAR-N

Once all the approvers have digitally signed the SAAR-N request then it will be available in TWMS in two areas:

1. In the SAAR Request Manager tool of TWMS
2. In the Agreements tab of the requestor's Training/Educ/Certs & Skills form

To view a completed SAAR-N using the SAAR Request Manager tool*:

1. Using the available search fields, enter your search criteria and then click the **Search** button. Make sure you have changed the Status to Completed/Cancelled/Revoked.

SAAR Request Tool - #2143 CAYCE, EDGAR

Search Requests New SAAR Request Default Routing

Req# Last Name UIC Org SMC Status

Search

<< Previous Page 1 of 93 Next >>

Sort by: Last Name

(1388) records found.

Req#	Requestor	SMC	UIC	ORG	Status
1111	ADAMS, PHILIP	9A	69250	NULL	New Request
1179	ADHEMAR, EDWIDGE	ZZ	KTR00	CSD TAMPA	New Request
1302	ADAMS, DANNY	PA	43043	N14	New Request
1344	ADCOCK, YOLANDA	29	4523A	071	New Request
1412	AGLORO, BENJAMIN	PA	40389	N1422	New Request
2027	AFRASIABI, FARZAD	ZZ	48926	302	New Request
2160	ADON, ANDY	EE	00204	N00K	New Request
2422	ACUNA, VALERIA	EE	60042	N0210WE	New Request
			66715		

SAAR Request Tool

Search Requests New SAAR Request Default Routing

Req# Last Name UIC Org SMC Status

Search

<< Previous Page 1 of 1 Next >>

Sort by: Last Name

(1) records found.

Req#	Requestor	SMC	UIC	ORG	Status
2143	CAYCE, EDGAR	YY	DEMO1	N02	Completed

2. Click the row corresponding to the name of the requestor you want to view the SAAR-N for.
- *You must have the appropriate permissions to use the SAAR Request Manager tool.

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Viewing a Completed SAAR-N/Revoking

The SAAR-N is now displayed and available for printing. You can also revoke the request if needed. An email will be sent to the requestor if their SAAR-N is revoked.

Click here to revoke this SAAR-N.

3. Close the window when you are finished viewing this SAAR-N.

SAAR Request Details - #2143 CAYCE, EDGAR

Search Requests | New SAAR Request | Default Routing | View/Edit Request

Request Details | Approval Routing

Status: Completed [SAAR Instructions](#) [View/Print SAAR](#) [Revoke SAAR](#)

SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)

TYPE OF REQUEST DATE
☒ Initial ☐ Modification ☐ Deactivate ☐ User ID 04/05/2012

SYSTEM NAME (Platform or Application) LOCATION (Physical Location of System)
NMCI SD

PART I (To be completed by Requestor)

1. NAME (Last, First, Middle) CAYCE <input type="text"/> EDGAR <input type="text"/> <input type="text"/>	2. ORGANIZATION DEMO1 COMMANDER, NAVY APPLICATION DEMO COMMAND	
3. OFFICE SYMBOL/DEPARTMENT N02	4. PHONE (Dsn and Commercial) DSN: 522-5555 COM: (504) 555-5555	
5. OFFICIAL E-MAIL ADDRESS edgar.cayce@navy.mil	6. JOB TITLE AND GRADE/RANK MANAGEMENT ANALYST <input type="text"/> 1007	
7. OFFICIAL MAILING ADDRESS NULL CA <input type="text"/>	8. CITIZENSHIP <input checked="" type="radio"/> US <input type="radio"/> LN <input type="radio"/> FN <input type="radio"/> Other <input type="text"/>	9. DESIGNATION OF PERSON <input checked="" type="radio"/> Military <input type="radio"/> Civilian <input type="radio"/> Contractor
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual IA Awareness Training DATE 03/01/2012		

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Viewing a Completed SAAR-N

To view a completed SAAR-N from the employee's Training/Educ/Cert & Skills form:

1. From the Home page search for the name of the employee you want to view the SAAR-N request for.
2. Click the name of the employee.
3. Click the **Training/Educ/Cert & Skills** button on the Navigation Menu.
4. Click the **Agreements** tab.

Total Workforce Management Services (TWMS)
Workforce Manager 2.0 // Login: TRAINING.ADMIN Access Level: SYSTEM ADMINISTRATOR
Browsing Employee Records

NAVIGATION:
HOME
Login/Logout
Information:
Contact Us
Data Update Status
Employee Locator
Document Center & Training
TWMS Updates
Privacy Act Statement

Record Status: Employee Type: Last Name: First Name: Middle Name: UIC/ORG UIC: ORG: Sort Order: Find

Active-On Board All Types cayce Official Name Advanced Search

EMPLOYEE NAME Official UIC Official ORG TITLE BIN BSC EMPLOYEE TYPE

CAYCE, BEN W	KTR00					CONTRACTOR
CAYCE, EDGAR	DEMO4	N00	MANAGEMENT ANALYST	DEMO002	80011	CIVILIAN-APF
	DEMO1	N02	MANAGEMENT ANALYST			CIVILIAN-APF
	21847	NXX				ACTIVE DUTY

TOTALS: CIV-APF: 0 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 0 · Military Active: 1 · Military Reserve: 0 · Contractor: 1

Check-In Required Check-Out Required Gain/Loss

NAVIGATION:
HOME
Login/Logout
General Information
Assignment/Position Info
Perm/Retained Grade Info
Benefits/Pay/Leave Info
Pay History
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
Work History
Awards Info
Military Information
Disciplinary Information
Acquisition Workforce Info

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N60V	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	ES	0343	10	10

TRAINING CERTIFICATIONS/PROGRAMS **AGREEMENTS** EDUCATION LANGUAGES SKILLS

Completed Training • Training Archive • Training Requirements • Projected Training

Add a Training Record

Print/Export Training History: Excel PDF

Completed Training for the past 2 years.
For training older than 2 years, click on Training Archive

Sort: Date Completed Desc Sort

Course Title	Course ID	Training Data Source	Date Completed	Date to NTMPS	Hours	CEUs	
FINANCIAL MANAGEMENT 101 TRAINING (CEU: 0)	DCPDS-192174	SF182 PROCESS	3/6/2012		4	0	View
CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING (CEU: 0)	DCPDS-486762	DCPDS-VALIDATED	12/12/2011		2	0	View
CLC 024 (DAU) BASIC MATH TUTORIAL (CEU: 0)	DCPDS-74656	DCPDS-VALIDATED	12/5/2011		1	0	View

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Viewing a Completed SAAR-N

The OPNAV 5239/14 will be listed as one of the agreements associated to this employee.

NAME	SSAN	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	000000028	DEMO1 / N02	DEMO1 / N60V	CIVILIAN-APF

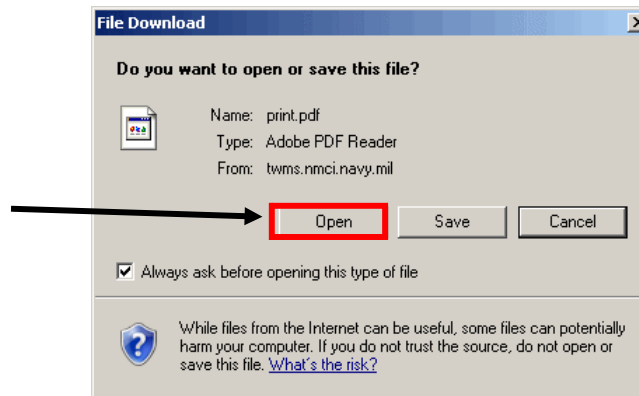
TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	ES	0343	10	10

TRAINING ▼ CERTIFICATIONS/PROGRAMS AGREEMENTS EDUCATION LANGUAGES SKILLS

AGREEMENTS							
AGREEMENT	STATUS	AGREEMENT DESCRIPTION	AGREEMENT STATUS	AGREEMENT STATUS DATE	SAAR	UPLOADED AGREEMENT	ACTION
OGE 450	Active	FINANCIAL DISCLOSURE STATEMENT	OGE 450 Required/Received	5/11/2010		Upload	Modify Delete
OPNAV 5239/14	Active	NAVY NETWORK/NMCI/ONE-NET ACCESS	OPNAV 5239/14 RECEIVED/ON FILE	5/17/2012	View	Upload	Modify Delete

Add Agreement

5. Click the **View** button to open the Adobe version of the SAAR-N for this employee.



6. Click **Open**.

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Viewing a Completed SAAR-N

The SAAR-N request will now open and is available for saving, viewing, and printing.

7. Click the print or save icon to print or save this SAAR-N.

8. Close the window when you are finished viewing this SAAR-N.

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SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N)		
PRIVACY ACT STATEMENT		
AUTHORITY: Executive Order 10450, Public Law 99-474, the Computer Fraud and Abuse Act, and System of Records Notice: NM0500-2 Program Management and Locator System. PRINCIPAL PURPOSE: To record user identification for the purpose of verifying the identities of individuals requesting access to Department of Defense (DOD) systems and information. ROUTINE USES: The collection of data is used by Navy Personnel Supervisors/Managers, Administration Office, Security Managers, Information Assurance Managers, and System Administration with a need to know. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.		
TYPE OF REQUEST: <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID _____		DATE (DDMMYYYY): 05APR2012
SYSTEM NAME (Platform or Application): NMCI		LOCATION (Physical Location of System): SD
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial): CAYCE,EDGAR		2. ORGANIZATION: DEMO1 COMMANDER, NAVY APPLICATION DEMO COM
3. OFFICE SYMBOL/DEPARTMENT: N02		4. PHONE (DSN and Commercial): DSN: 522-5555 COM: (504) 555-5555
5. OFFICIAL E-MAIL ADDRESS: edgar.cayce@navy.mil	6. JOB TITLE AND GRADE/RANK: MANAGEMENT ANALYST	
7. OFFICIAL MAILING ADDRESS: NULL CA	8. CITIZENSHIP: <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> LN <input type="checkbox"/> Other _____	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. INFORMATION ASSURANCE (IA) AWARENESS TRAINING REQUIREMENTS (Complete as required for user or functional level access.): <input checked="" type="checkbox"/> I have completed Annual IA Awareness Training. DATE (DDMMYYYY): 01MAR2012		

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